



# Notice of Full Council Meeting

To all members of the Town Council : You are summoned to attend a meeting of the Full Council in the Conference Room, The Parkhouse Centre, Bude on Thursday 7<sup>th</sup> September 2023 at 6pm for the purpose of transacting the under mentioned business.

Tatiana Cant  
31<sup>st</sup> August 2023

## Agenda

### Public participation

Members of the public are invited to comment on matters within the parish.

1. To receive apologies and accept the reasons for any non-attendance
2. To receive any declarations of interest on items on the agenda and note any dispensations granted
3. To note any reports from Cornwall Councillors
4. To approve the minutes of the previous meeting: 3<sup>rd</sup> August 2023
5. To receive and note the Minutes of Committee Meetings
  - a. Planning Committee – 16<sup>th</sup> & 30<sup>th</sup> August 2023
  - b. Oversight Committee – 17<sup>th</sup> August 2023
6. To approve recommendation of Oversight Committee:
  - a. *OS/095/23 – that BSTC hold a 4 day Bude Lit Fest for 2024, 3 days of ticketed events and 1 free family fun day on the last day. The budget to be up to £20k. To include recording staff time and KPIs where possible and that there be an aspiration to recoup 50% costs from revenue ticket sales and sponsorship.*
7. To approve proposed new committee structure, terms of reference and membership
8. To approve Social Media Policy
9. To approve finance reports:
  - a. Schedule of Payments made between 18<sup>th</sup> August 2023 and 7<sup>th</sup> September 2023
  - b. Schedule of Payments to be made on 8<sup>th</sup> September 2023
  - c. Overview of council's financial position (reserves summary)
10. To agree response to proposal for School Food Support
11. To receive updates from Lead Councillors on community activities and outside bodies
  - a. Town Council Environmental achievements 2019-2023 (PP)
  - b. Holsworthy & Stratton Show 2023 (KC)
  - c. Town Team (PP)
12. To receive items of correspondence from the Clerk
  - a. Additional items received after agenda issued
13. To note date of the next meeting: Thursday 5<sup>th</sup> October 2023
14. To resolve that in view of the confidential or special nature of the business to be transacted, it is advisable that the press and public be excluded and instructed to withdraw

### CONFIDENTIAL SESSION

15. To receive a verbal update on Storm Tower (FCZ)
16. To approve recommendation from Staffing Committee regarding amendments to some salaries
17. To agree media statement

## **Committee Terms of Reference & Matters Delegated - Applicable to all Committees.**

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council.
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Committees shall be referred to Full Council for determination.
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Full Council for approval.
5. Day to day management of Council matters rests with the Town Clerk.
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chair of Committee (or in their absence the Vice Chairman) and Mayor and reported to the next appropriate Committee or Full Council meeting, whichever is first.
7. Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the Bude-Stratton area.
8. Guest speakers should normally be limited to one per meeting with a time limit placed upon them.
9. There will be, during each Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions concerning the business of the Council in accordance with the Standing Orders and Financial Regulations. During Planning Committee meetings members of the public may speak at the discretion of the Chair and with the approval of members of the Planning Committee.
10. Unless standing orders say otherwise, members of the public are welcome to make representations and part of the agenda will be allocated for this purpose. The Chair may agree to allow the public to contribute to debate at any point in a meeting.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the Bude-Stratton area.
12. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council.
13. Ensuring all aspects of Health and Safety that fall within the remit of the Committee.
14. Making Recommendations to the Council on all matters not within existing policy.
15. Preparation and review of a plan for future requirements within the scope of the Committee.
16. On an annual basis, the preparation and review of the strategic objectives and priorities of the Committee.
17. To make Recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year relevant to the committee.
18. Reviewing the level of fees and charges associated with Council services relevant to this Committee and making appropriate recommendations to Full Council.
19. Consultation with other relevant bodies with similar interests, including other Town Council Committees and sub-committees, and consideration of their recommendations.
20. To consider such matters as may be delegated by the Council from time to time.
21. To review resolutions made by the committee on a regular basis and follow up where appropriate.
22. To Co-opt where relevant non-voting members of the public with relevant expertise/experience on to the committee in a non-voting capacity.
23. To receive updates from relevant working groups associated with the Committee and check on their progress.
24. To ensure the Committee and the resolutions consider the Accessibility Policy of the Town Council in all instances and make recommendations where appropriate.
25. To request letters of support from Cornwall Councillors and the MP on relevant topics relating to the Committee.

**Delegation of Authority to Sub-Committees/Working Groups:** Where a function within the Terms of Reference of a Committee has been further delegated to a Sub-Committee or Working Group, it will report its findings/recommendations back to the appropriate Committee or direct to Full Council, as per the remit. One officer shall also be appointed to support the group to help achieve its aims and objectives.

### **Matters not delegated to the Committees:**

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

## **Terms of Reference – Democratic & Corporate Services Committee**

COMPOSITION:	Elected members (voting) – 9 (Nine) All other Councillors – non-voting
QUORATE:	The quorum will be three members.
CHAIRING:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year
MEETINGS:	8 or 9 per annum
TIMING:	Thursdays at 6.15 p.m.
REPORTS TO:	Full Council
ADMINISTRATION:	Town Council
LEGAL STATUS:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council's Standing Orders

### **Specific Terms:**

1. To consider matters arising from the report of the internal and external auditors and where considered necessary make recommendations to Full Council.
2. To prepare annual estimates of income and expenditure of the Council on continuing services and of payments on capital accounts for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year.
3. To undertake annually the risk assessment in relation to the Council's insurance cover and to insure against such risks as the Committee deems necessary to cover.
4. To agree virements between approved budget headings.
5. To make recommendations to the Council on the use of financial reserves.
6. To review the Standing Orders and Financial Regulations on a regular basis and make recommendations to the Council.
7. To receive and approve schedules of payments.
8. To receive evaluation reports from grant recipients on a bi-annual basis.
9. To oversee the Procurement Policy of the Council.
10. The monitoring of Town Council car parks.
11. To receive updates and consider the services offered at the Parkhouse Centre.
12. To oversee the set up and running of a Youth Council.
13. To receive and consider recommendations made from Officers regarding dispute resolution on Council matters.
14. To receive updates on liaison with the community on matters relating to the Council.
15. To receive updates on liaison with Cornwall Council and other local bodies established.
16. To receive and approve the communication strategy of the Town Council and receive regular reports on Town Council communications.
17. To initiate relevant consultation on specific items relating to this committee as and when appropriate.
18. To receive recommendations for digital packages or programmes for use by the Town Council.
19. To receive and approve all Legal matters in relation to properties and projects of the Council inc. leases and licences.
20. To review existing Council policies with a view to recommending alterations to Full Council.
21. To maintain the register of all Town Council property and maintain its registered title at the Land Registry.
22. To receive updates for large- and small-scale capital and activity projects of the Council and agree any actions within the remits and budgets of the projects.
23. To receive and accept tenders for contracted projects within the Committee's remit.
24. To consider and agree the vision and priorities of the Council in preparation to recommend and review at Full Council
25. To consider and agree the strategy of the Council in preparation to recommend and review at Full Council

## Terms of Reference – Facilities & Environmental Services Committee

COMPOSITION:	Elected members (voting) – 9 (Nine) All other Councillors – non-voting
QUORATE:	The quorum will be three members.
CHAIRING:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year
MEETINGS:	8 or 9 per annum
TIMING:	Thursdays at 6.15 p.m.
REPORTS TO:	Full Council
ADMINISTRATION:	Town Council
LEGAL STATUS:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council's Standing Orders

### Specific Terms:

1. To receive updates on the improvement, maintenance and management of land owned by the Town Council:
  - Summerleaze Downs
  - The Stamford Hill Battlefield site and Tree Fields, Grushill Woods
  - Poughill Cemetery
  - Mear Gardens
  - Rattenbury Gardens
  - Shalder Hill/ Met station area/Neetside Orchard
  - The Shute Triangle
  - Land at HeleBridge
  - Neetside Road/rear of the Crescent
  - Town Council car parks
2. To receive updates on the improvement, maintenance and management of the exterior and internal structural fabric of all Council buildings/structures:
  - The Parkhouse Centre
  - The Caretakers House (Parkhouse)
  - The Castle Heritage Centre and Bandstand
  - The Bude Light
  - The Lock gate Tearooms
  - Lower Wharf Units 1, 2, 3/Castle store/Old Forge Display Unit/The Kiosk
  - Helebridge Workshop
  - Shorelands Work Unit
  - Pitch & Putt & Pavilion
  - The Cricket Pavilion
  - Public Toilets & Beach Showers in the Bude-Stratton/Poughill Area
  - The Library
  - Lords Court
  - The Storm Tower at Compass Point for a period of 5 years from completion of rebuild.
3. To receive updates on the improvement, maintenance and management of Town Council:
  - Notice boards/Signs
  - Telephone Kiosks
  - Public seats
  - Litter & Dog bins
  - Brick built bus shelters
  - War memorials
  - Play Parks/ Play Areas
  - Festoon lighting

4. To receive updates on the operation and maintenance of all Town Council vehicles.
5. To receive updates on the implementation of the environmental policy, the climate action plan and the land management plan and undertake regular reviews as required.
6. To support the development and implementation of Cornwall Council's Climate Action Plan.
7. To ensure the securing and security of all Town Council property and land.
8. To receive and accept tenders for contracted projects within the Committee's remit.
9. To investigate the provision of Allotments as a Town Council asset.
10. To receive updates on the H&S of all Town Council owned assets and personnel.
11. To agree virements between approved budget headings.
12. To make recommendations to the Council on the use of financial reserves.
13. To initiate relevant consultation on specific items relating to this committee as and when appropriate and in conjunction with the communications officer where required.

## **Terms of Reference – Cultural & Heritage Services Committee**

COMPOSITION:	Elected members (voting) – 9 (Nine) All other Councillors – non-voting
QUORATE:	The quorum will be three members.
CHAIRING:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year
MEETINGS:	8 or 9 per annum
TIMING:	Thursdays at 6.15 p.m.
REPORTS TO:	Full Council
ADMINISTRATION:	Town Council
LEGAL STATUS:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council's Standing Orders

### **Specific Terms:**

1. To receive updates on the improvement, provision, maintenance and management of:
  - The Castle Heritage Centre
  - The Bandstand and the land surrounding
  - The Barge Workshop at Helebridge
  - Wharf store and Old forge display
  - The Library & Information Service
2. To receive updates and consider local heritage issues, matters relating to Council owned conservation areas and where appropriate to make recommendations to Full Council.
3. To receive updates regarding town twinning and make recommendations to Full Council.
4. To receive updates and approve the events and activities programme for the Town Council annually.
5. To encourage arts, cultural and heritage events within the town and where reasonable to make recommendations of support in conjunction with Officers.
6. To receive updates on the liaison with Cornwall Council and other local bodies established for the promotion and/or management of arts and heritage facilities or activities.
7. To help protect, promote and strengthen the Cornish identity of the parish.
8. To agree virements between approved budget headings.
9. To make recommendations to the Council on the use of financial reserves.
10. To initiate relevant consultation on specific items relating to this committee as and when appropriate and in conjunction with the communications officer where required.

### **Terms of Reference - Planning Committee**

This Committee resolves the Town Council's response to Planning Applications passed on for consultation by Cornwall Council and deals with all matters involving the planning process and development of the Town.

COMPOSITION - Elected members (voting) – nine All other Councillors – non-voting

CHAIRING - Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year.

QUORATE - The quorum will be three members.

MEETINGS - Every two weeks, Wednesdays, 15.00, The Parkhouse Centre

REPORTS TO - Town Council

ADMINISTRATION - Local Government Act 1972/Local Government Act 1999

LEGAL STATUS - Public, in accordance with Town Council's Standing Orders

### **Specific Terms:**

1. To respond on behalf of The Town Council to all applications for development within Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc.) received from Cornwall Council. The Planning Committee will respond to Cornwall Council.
2. Any planning application that is deemed by the committee to impinge on the town to a significant degree should, if time permits, be referred to Full Council.
3. To respond to consultation documents regarding tree preservation and other matters regarding general land development.
4. To consider all appeals against planning refusal by Cornwall Council within Bude-Stratton Town Council area and to submit comments to the Department for Communities and Local Government.
5. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make recommendations to the Council.
6. During Planning Committee meetings members of the public may speak at the discretion of the Chair and with the approval of members of the Planning Committee.
7. The delegated powers to exercise the Town Council's powers to consider applications under the Licensing Acts
8. To review the Neighbourhood Development Plan.
9. To input to the economic development plans for the Town and liaise with the Bude Town Team and Bude Climate Change Partnership.

## **Terms of Reference – Staffing Committee**

This Committee has responsibility for all Staffing and Conduct matters (making recommendation to Full Council as necessary)

COMPOSITION - The Mayor and Deputy Mayor (ex-officio, voting)

Plus any other members up to a maximum of nine voting

QUORATE - The quorum will be three members.

CHAIRING - The elected Mayor and Deputy Mayor will be the chair/vice chair respectively.

MEETINGS - To have a minimum of four meetings per year and additional meetings convened as and when required. Meetings will normally be during office working hours (Monday - Friday 9am - 5pm)

The councillors who serve on the Staffing Committee should have some HR experience and be willing to commit to undertake employment law training as soon as they are elected to the committee.

Whilst the composition of the committee will be reviewed annually at the Annual Meeting of the Town Council it is recognised that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long-term commitment with a change to its membership only being made if absolutely necessary as staffing matters are by their very nature personal. Committee members must be able to show a willingness to commit to attend regularly and undertake training.

A member will not be eligible for the committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of BSTC staff. This bar to membership is to remain in force for the duration of the current council.

The committee may, at its discretion, co-opt additional members from the full Council in order to carry out its function as a Staffing Committee

There will be no public participation at the meetings of the committee.

Discipline and grievances will be dealt with in accordance with the Council's policy.

All Town Council members are free to attend Staffing Committee meetings with the proviso that if they are not a member of the Staffing Committee they will be asked to leave in relation to 'In committee' items.

### **Specific Terms:**

1. To consider such matters as may be delegated by the Council from time to time.
2. The overall performance of the staff, delegating the day-to-day line management to the Town Clerk
3. To review and implement all employment policies in consultation with members of staff.
4. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the full Council.
5. To assist, when required, the Town Clerk in shortlisting and interviewing staff and to appoint staff as required to carry out the decisions and functions of the Council.
6. To shortlist and interview prospective candidates for the role of Town Clerk and to make a recommendation to the Council as to the most suitable candidate.
7. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
8. The Town Clerk manages attendance, short term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, flexible leave requirements and staff Inductions; long term sickness will be reported to the Staffing Committee and the committee is delegated the powers to resolve any associated matters.
9. To maintain confidentiality over all staffing matters as required under the Data Protection Act 2018 and the Code of Conduct.
10. To deal with all matters relating to councillor/staff conduct.
11. Ensuring the delivery of annual staff appraisals and noting and agreeing any actions and outcomes.
12. The Mayor will carry out the Town Clerks annual appraisal and report any actions and outcomes to the committee.
13. To consider and implement any changes which are required to comply with Employment Law, Health and Safety law and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.
14. In the event of disciplinary or grievance matters being raised the committee will elect a Disciplinary and Grievance Panel comprising three panel members (from within the Staffing Committee) with three members (from within the Staffing Committee) acting as the Appeal Panel if necessary. All members serving on the Disciplinary and Grievance Hearing Panel and Appeal Panel will have undertaken the appropriate training. The Panels are delegated the powers to make a decision on disciplinary and grievance matters on behalf of the Town



Council. The Disciplinary and Grievance Panel will report the Panel's final decision to the Staffing Committee for information once the timescale for lodging an Appeal has lapsed. The Appeal Panel will report the Panel's final decision to the Staffing Committee for information. If felt necessary by either Panel, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.

15. Carrying out an annual review of the Council's employment policies, making recommendations to Full Council for any alterations/amendments.

16. To prepare and submit to Full Council budget proposals in respect of salaries and training for all staff not later than 30 November each year.

## **Proposed New Committee Structure**

### **Overview**

A new committee system has been put forward on various occasions to the Staffing Committee and Full Council, the proposal looks to address the following:

- Better routes of communication between Officers and Councillors.
- Better level of detail being addressed to Committees on items.
- Both leading to more informed decision making.

### **Detail**

The Committee structure provides members of the management team with a direct Committee to report to and the covers the work that each team undertakes.

The Committees being proposed are as follows:

- Democratic & Corporate Committee
- Facilities & Environmental Committee
- Cultural and Heritage Committee

Attached to this paper are the following:

- Overview of the proposed structure
- Committee Terms of Reference and Matters Delegated including specific terms
- Proposed Committee memberships and vacancies
- Current working group memberships and vacancy
- Revised meeting schedule 2023/24

### **Options**

To approve the new Committee structure or to maintain the current system in place.

### **Financial Implications**

None

### **Legal Implications**

None

### **Environmental Implications**

None

### **Fit to Vision and Priorities**

Fulfil- Our statutory functions and commitments whilst being open, accessible, and listening to the residents we serve.

### **Consultation**

None



## Proposed Committee Structure

### Full Council

Clerk- Tatiana Cant

Monthly – Thursday – 6pm

### Democratic & Corporate Services Committee

Clerk- Ian Saltern

6 weekly – Thursday – 6.15pm

#### Staff in attendance:

- Francesca Churchill-Zerilli  
Project and Strategy Manager
- Ian Saltern  
Deputy Town Clerk

### Staffing Committee

Clerk- Tatiana Cant

Quarterly – Thursday – Daytime

### Facilities & Environmental Services Committee

Clerk- Ian Saltern

6 weekly – Thursday – 6.15pm

#### Staff in attendance:

- Stephen Hayes  
Facilities & Environment Manager
- Ian Saltern  
Deputy Town Clerk

### Planning Committee

Clerk- Tracey Gliddon

Fortnightly – Wednesday – 3pm

### Cultural & Heritage Services Committee

Clerk- Tatiana Cant

6 weekly – Thursday – 6.15pm

#### Staff in attendance:

- Mark Berridge  
Castle & Library Manager
- Tatiana Cant  
Town Clerk

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12. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council.
13. Ensuring all aspects of Health and Safety that fall within the remit of the Committee.
14. Making Recommendations to the Council on all matters not within existing policy.
15. Preparation and review of a plan for future requirements within the scope of the Committee.
16. On an annual basis, the preparation and review of the strategic objectives and priorities of the Committee.
17. To make Recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year relevant to the committee.
18. Reviewing the level of fees and charges associated with Council services relevant to this Committee and making appropriate recommendations to Full Council.
19. Consultation with other relevant bodies with similar interests, including other Town Council Committees and sub-committees, and consideration of their recommendations.
20. To consider such matters as may be delegated by the Council from time to time.
21. To review resolutions made by the committee on a regular basis and follow up where appropriate.
22. To Co-opt where relevant non-voting members of the public with relevant expertise/experience on to the committee in a non-voting capacity.
23. To receive updates from relevant working groups associated with the Committee and check on their progress.
24. To ensure the Committee and the resolutions consider the Accessibility Policy of the Town Council in all instances and make recommendations where appropriate.
25. To request letters of support from Cornwall Councillors and the MP on relevant topics relating to the Committee.

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9. To oversee the Procurement Policy of the Council.
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18. To receive recommendations for digital packages or programmes for use by the Town Council.
19. To receive and approve all Legal matters in relation to properties and projects of the Council inc. leases and licences.
20. To review existing Council policies with a view to recommending alterations to Full Council.
21. To maintain the register of all Town Council property and maintain its registered title at the Land Registry.
22. To receive updates for large- and small-scale capital and activity projects of the Council and agree any actions within the remits and budgets of the projects.
23. To receive and accept tenders for contracted projects within the Committee's remit.
24. To consider and agree the vision and priorities of the Council in preparation to recommend and review at Full Council
25. To consider and agree the strategy of the Council in preparation to recommend and review at Full Council

## Terms of Reference – Facilities & Environmental Services Committee

COMPOSITION:	Elected members (voting) – 9 (Nine) All other Councillors – non-voting
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  - Shorelands Work Unit
  - Pitch & Putt & Pavilion
  - The Cricket Pavilion
  - Public Toilets & Beach Showers in the Bude-Stratton/Poughill Area
  - The Library
  - Lords Court
  - The Storm Tower at Compass Point for a period of 5 years from completion of rebuild.
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  - Public seats
  - Litter & Dog bins
  - Brick built bus shelters
  - War memorials
  - Play Parks/ Play Areas
  - Festoon lighting

4. To receive updates on the operation and maintenance of all Town Council vehicles.
5. To receive updates on the implementation of the environmental policy, the climate action plan and the land management plan and undertake regular reviews as required.
6. To support the development and implementation of Cornwall Council's Climate Action Plan.
7. To ensure the securing and security of all Town Council property and land.
8. To receive and accept tenders for contracted projects within the Committee's remit.
9. To investigate the provision of Allotments as a Town Council asset.
10. To receive updates on the H&S of all Town Council owned assets and personnel.
11. To agree virements between approved budget headings.
12. To make recommendations to the Council on the use of financial reserves.
13. To initiate relevant consultation on specific items relating to this committee as and when appropriate and in conjunction with the communications officer where required.

## **Terms of Reference – Cultural & Heritage Services Committee**

COMPOSITION:	Elected members (voting) – 9 (Nine) All other Councillors – non-voting
QUORATE:	The quorum will be three members.
CHAIRING:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year
MEETINGS:	8 or 9 per annum
TIMING:	Thursdays at 6.15 p.m.
REPORTS TO:	Full Council
ADMINISTRATION:	Town Council
LEGAL STATUS:	Local Government Act 1972/Local Government Act 1999 Public, in accordance with Town Council's Standing Orders

### **Specific Terms:**

1. To receive updates on the improvement, provision, maintenance and management of:
  - The Castle Heritage Centre
  - The Bandstand and the land surrounding
  - The Barge Workshop at Helebridge
  - Wharf store and Old forge display
  - The Library & Information Service
2. To receive updates and consider local heritage issues, matters relating to Council owned conservation areas and where appropriate to make recommendations to Full Council.
3. To receive updates regarding town twinning and make recommendations to Full Council.
4. To receive updates and approve the events and activities programme for the Town Council annually.
5. To encourage arts, cultural and heritage events within the town and where reasonable to make recommendations of support in conjunction with Officers.
6. To receive updates on the liaison with Cornwall Council and other local bodies established for the promotion and/or management of arts and heritage facilities or activities.
7. To help protect, promote and strengthen the Cornish identity of the parish.
8. To agree virements between approved budget headings.
9. To make recommendations to the Council on the use of financial reserves.
10. To initiate relevant consultation on specific items relating to this committee as and when appropriate and in conjunction with the communications officer where required.



### **Terms of Reference - Planning Committee**

This Committee resolves the Town Council's response to Planning Applications passed on for consultation by Cornwall Council and deals with all matters involving the planning process and development of the Town.

COMPOSITION - Elected members (voting) – nine All other Councillors – non-voting

CHAIRING - Chair and Vice Chair to be elected from the members of the committee at the first meeting in each council year.

QUORATE - The quorum will be three members.

MEETINGS - Every two weeks, Wednesdays, 15.00, The Parkhouse Centre

REPORTS TO - Town Council

ADMINISTRATION - Local Government Act 1972/Local Government Act 1999

LEGAL STATUS - Public, in accordance with Town Council's Standing Orders

### **Specific Terms:**

1. To respond on behalf of The Town Council to all applications for development within Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc.) received from Cornwall Council. The Planning Committee will respond to Cornwall Council.
2. Any planning application that is deemed by the committee to impinge on the town to a significant degree should, if time permits, be referred to Full Council.
3. To respond to consultation documents regarding tree preservation and other matters regarding general land development.
4. To consider all appeals against planning refusal by Cornwall Council within Bude-Stratton Town Council area and to submit comments to the Department for Communities and Local Government.
5. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make recommendations to the Council.
6. During Planning Committee meetings members of the public may speak at the discretion of the Chair and with the approval of members of the Planning Committee.
7. The delegated powers to exercise the Town Council's powers to consider applications under the Licensing Acts
8. To review the Neighbourhood Development Plan.
9. To input to the economic development plans for the Town and liaise with the Bude Town Team and Bude Climate Change Partnership.

## **Terms of Reference – Staffing Committee**

This Committee has responsibility for all Staffing and Conduct matters (making recommendation to Full Council as necessary)

COMPOSITION - The Mayor and Deputy Mayor (ex-officio, voting)

Plus any other members up to a maximum of nine voting

QUORATE - The quorum will be three members.

CHAIRING - The elected Mayor and Deputy Mayor will be the chair/vice chair respectively.

MEETINGS - To have a minimum of four meetings per year and additional meetings convened as and when required. Meetings will normally be during office working hours (Monday - Friday 9am - 5pm)

The councillors who serve on the Staffing Committee should have some HR experience and be willing to commit to undertake employment law training as soon as they are elected to the committee.

Whilst the composition of the committee will be reviewed annually at the Annual Meeting of the Town Council it is recognised that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long-term commitment with a change to its membership only being made if absolutely necessary as staffing matters are by their very nature personal. Committee members must be able to show a willingness to commit to attend regularly and undertake training.

A member will not be eligible for the committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of BSTC staff. This bar to membership is to remain in force for the duration of the current council.

The committee may, at its discretion, co-opt additional members from the full Council in order to carry out its function as a Staffing Committee

There will be no public participation at the meetings of the committee.

Discipline and grievances will be dealt with in accordance with the Council's policy.

All Town Council members are free to attend Staffing Committee meetings with the proviso that if they are not a member of the Staffing Committee they will be asked to leave in relation to 'In committee' items.

### **Specific Terms:**

1. To consider such matters as may be delegated by the Council from time to time.
2. The overall performance of the staff, delegating the day-to-day line management to the Town Clerk
3. To review and implement all employment policies in consultation with members of staff.
4. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the full Council.
5. To assist, when required, the Town Clerk in shortlisting and interviewing staff and to appoint staff as required to carry out the decisions and functions of the Council.
6. To shortlist and interview prospective candidates for the role of Town Clerk and to make a recommendation to the Council as to the most suitable candidate.
7. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
8. The Town Clerk manages attendance, short term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, flexible leave requirements and staff Inductions; long term sickness will be reported to the Staffing Committee and the committee is delegated the powers to resolve any associated matters.
9. To maintain confidentiality over all staffing matters as required under the Data Protection Act 2018 and the Code of Conduct.
10. To deal with all matters relating to councillor/staff conduct.
11. Ensuring the delivery of annual staff appraisals and noting and agreeing any actions and outcomes.
12. The Mayor will carry out the Town Clerks annual appraisal and report any actions and outcomes to the committee.
13. To consider and implement any changes which are required to comply with Employment Law, Health and Safety law and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.
14. In the event of disciplinary or grievance matters being raised the committee will elect a Disciplinary and Grievance Panel comprising three panel members (from within the Staffing Committee) with three members (from within the Staffing Committee) acting as the Appeal Panel if necessary. All members serving on the Disciplinary and Grievance Hearing Panel and Appeal Panel will have undertaken the appropriate training. The Panels are delegated the powers to make a decision on disciplinary and grievance matters on behalf of the Town

Council. The Disciplinary and Grievance Panel will report the Panel's final decision to the Staffing Committee for information once the timescale for lodging an Appeal has lapsed. The Appeal Panel will report the Panel's final decision to the Staffing Committee for information. If felt necessary by either Panel, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.

15. Carrying out an annual review of the Council's employment policies, making recommendations to Full Council for any alterations/amendments.

16. To prepare and submit to Full Council budget proposals in respect of salaries and training for all staff not later than 30 November each year.

Planning	Chairs
1 Sian Dearing	Chair
2 Alex Bluett	Vice-Chair
3 Mike Dawe	
4 Vikki H-C	
5 Philippa Purchase	
6 Jackie Diffey	
7 Peter LaBroy	
8 Vacancy	
9 Vacancy	

Staffing	Chairs
1 Mike Dawe	Chair
2 Philippa Purchase	Vice-Chair
3 Sian Dearing	
4 Jackie Diffey	
5 Peter LaBroy	
6 Amanda Tame	
7 Kevin Colwill	
8 Vacancy	
9 Vacancy	

Democratic & Corporate	Choice Chairs
1 Ethan Hanna	1
2 Mike Dawe	1
3 Steven Haynes	1
4 Simon Browning	2
5 Philippa Purchase	2
6 Katie Goode	2
7 Jackie Diffey	2
8 Vacancy	
9 Vacancy	

Facilities & Environmental	Choice Chairs
1 Kevin Colwill	1
2 Katie Goode	1
3 Philippa Purchase	1
4 Sian Dearing	1
5 Simon Browning	1
6 Ethan Hanna	2
7 Vacancy	
8 Vacancy	
9 Vacancy	

Cultural & Heritage	Choice Chairs
1 Amanda Tame	1
2 Jackie Diffey	1
3 Sian Dearing	2
4 Steven Haynes	2
5 Vacancy	
6 Vacancy	
7 Vacancy	
8 Vacancy	
9 Vacancy	

**Procurement Working Group**

**Responsible  
Committee**

**Democratic & Corporate**

**Officers  
Cllrs**

Ian Saltern/Emma Mason/Tracey Gliddon  
Philippa Purchase  
Ethan Hanna  
Jackie Diffey  
Katie Goode

**Emergency Planning Working Group**

**Responsible  
Committee**

**Facilities & Environmental**

**Officers  
Cllrs**

Steven Hayes/Ian Slatern  
Kevin Colwill  
Philippa Purchase  
Katie Goode  
Ethan Hanna

**Winter Support Working Group**

**Responsible  
Committee**

**Democratic & Corporate**

**Officers  
Cllrs**

Francesca C-Z/ Ian Saltern  
Vacancy  
Vacancy  
Vacancy  
Vacancy

Revised Meeting Schedule 2023/24

Month	Day	Date	Time	Committee
2023				
September	Thursday	7th	6pm	Full Council
	Wednesday	13th	3pm	Planning
	Thursday	21st	6.15pm	Democratic & Corporate Services
	Wednesday	27th	3pm	Planning
	Thursday	28th	6.15pm	Facilities & Environmental Services
October	Thursday	5th	6pm	Full Council
	Wednesday	11th	3pm	Planning
	Thursday	12th	6.15pm	Cultural & Heritage Services
	Wednesday	25th	3pm	Planning
	Thursday	26th	6.15pm	Democratic & Corporate Services
November	Thursday	2nd	6pm	Full Council
	Wednesday	8th	3pm	Planning
	Thursday	9th	6.15pm	Facilities & Environmental Services
	Wednesday	22nd	3pm	Planning
	Thursday	23rd	6.15pm	Cultural & Heritage Services
	Thursday	30th	6.15pm	Democratic & Corporate Services
December	Wednesday	6th	3pm	Planning
	Thursday	7th	6pm	Full Council
	Wednesday	20th	3pm	Planning
	CHRISTMAS BREAK			
2024				
January	Wednesday	10th	3pm	Planning
	Thursday	11th	6pm	Full Council
	Thursday	18th	6.15pm	Democratic & Corporate Services
	Thursday	25th	6.15pm	Facilities & Environmental Services
	Wednesday	31st	3pm	Planning
February	Thursday	1st	6pm	Full Council
	Thursday	8th	6.15pm	Cultural & Heritage Services
	Wednesday	14th	3pm	Planning
	Thursday	22nd	6.15pm	Democratic & Corporate Services
	Wednesday	28th	3pm	Planning
	Thursday	29th	6.15pm	Facilities & Environmental Services
March	Thursday	7th	6pm	Full Council
	Thursday	14th	6.15pm	Cultural & Heritage Services
	Wednesday	27th	3pm	Planning
	Thursday	28th	6.15pm	Democratic & Corporate Services
April	Thursday	4th	6pm	Full Council
	Wednesday	10th	3pm	Planning
	Thursday	11th	6.15pm	Facilities & Environmental Services
	Thursday	25th	6.15pm	Cultural & Heritage Services
	<b>TUESDAY</b>	<b>30th</b>	<b>6.30pm</b>	<b>ANNUAL TOWN MEETING</b>



# **Bude-Stratton Town Council**

## **Social Media Policy for Town Council Employees and Councillors**

### **1. Revision History**

<b>Date</b>	<b>Name</b>	<b>Comment</b>
31.08.2023	Jo Goode	First Edition

## **2. Policy Statement**

This policy outlines the Town Council's guidelines for the appropriate use of social media platforms by both staff members and councillors. It is designed to maintain the Council's reputation, integrity, and professionalism while facilitating engagement with constituents, partners, and the public through online channels. The policy also outlines the circumstances in which the Council will monitor the use of social media and the action to be taken in respect of breaches of this policy.

## **3. Scope**

This policy applies to all individuals working at all levels within the Town Council, including elected and co-opted councillors, the Clerk to the Council, employees, and volunteers.

## **4. Rules for Using Social Media**

### **a. Responsible Engagement**

All members, including staff and councillors, must engage on social media in a manner that reflects the Council's values and objectives. They should ensure that their online activities promote a positive image of the Council and its services.

### **b. Representational Clarity**

When using social media, individuals must make it clear whether they are speaking in their personal capacity or as representatives of the Council. They should refrain from giving the impression that personal opinions reflect official Council stances. Councillors, being elected members, should note that online comments may be seen as reflecting Council views even without disclaimers. Therefore, caution is advised for Councillors' online comments.

### **c. Representation and Accountability**

Designated employees may be tasked with representing the Council through the management of social media accounts or engaging in online discussions. Employees engaged in such activities are expected to follow the guidelines outlined in this social media policy. They should act responsibly to safeguard and uphold the Council's reputation while interacting on digital platforms.

### **d. Respectful and Constructive Communication**

All interactions on social media platforms must be respectful, constructive, and free from derogatory, discriminatory, defamatory, or offensive language. Engaging in personal attacks or hostile behaviour is prohibited.

### **e. Transparency and Disclosure**

When participating in online discussion, individuals must disclose their affiliation with the Town Council if their statements are related to Council matters. They should avoid making false or misleading statements and ensure that personal opinions are clearly distinguished from official positions.



**f. Privacy and Confidentiality**

Respecting the privacy and confidentiality of colleagues, constituents, and Council matters is crucial. Sharing personal or sensitive information without proper consent is not allowed. The Council's confidentiality policy and data protection policy must be followed.

**g. Legal and Ethical Compliance**

Individuals should adhere to all laws, and regulations, including copyright and libel laws, when posting content on social media. Content that violates these laws should not be shared.

**h. Professionalism and Professional Conduct**

Maintaining professionalism in online interactions is essential. Individuals should avoid using offensive language, making controversial remarks, or engaging in online conflicts. It must be remembered that communications on the internet are permanent and public.

**i. Proper use of Council Facilities**

Council-provided websites, blog sites, and social media accounts are to be used for official Council purposes only. Council facilities may not be used for personal and political blogs.

**j. Social Media Moderation**

The Town Council may appoint designated individuals to monitor and moderate official social media pages. Content that is inflammatory, defamatory, or libelous will be removed without notice.

**k. Handling Concerns and Council Matters**

If a matter raised on social media goes beyond the scope of resolution by a designated employee and it necessitates the involvement of the Council, it should be raised in the appropriate meeting. Any decisions and responses endorsed by the Council will be recorded in the minutes of the meeting.

**l. Use of Personal Data**

At times, we may use photographs, videos, audio, personal stories and names on social media platforms or in other online activities. Before sharing any personal information, consent must be obtained from the individual involved. This includes obtaining consent from employees, fellow councillors and others, even when sharing on personal social media accounts. To assist employees representing the Council and Councillors, a consent form will be provided. This form will specify which personal details individuals are comfortable sharing and those they wish to keep private. Any personal details not covered by the consent form will require separate specific consent to be obtained.

**m. Breaches of Policy**

Serious breaches of this policy by employees may be dealt with under the Employee Disciplinary Procedure. Disciplinary action may be taken in respect of unlawful, libelous, harassing, defamatory, abusive, threatening, harmful, obscene, profane,

sexually orientated or racially offensive comments. Breach of the policy by volunteers will result in the Council no longer using their services and if necessary, appropriate action will be taken. Any serious breaches of this policy by the Council may be passed for further investigation.

**n. Reporting Concerns**

Reports of any concerns regarding content placed on social media sites should be reported to the Clerk. If a complaint is made this must be raised with the Clerk in the first instance.

**o. Review and Accountability**

This policy will be reviewed annually to ensure its relevance and effectiveness. All members, including staff and councillors, are responsible for adhering to these guidelines and contributing to a positive online environment.

VO1068	Nicholsons SW	Cleaning Supplies - The Parkhouse Centre	174.06	34.81	208.87	
VO1069	Nicholsons SW	Cleaning Supplies - Public Conveniences	483.68	96.74	580.42	
VO1070	Nicholsons SW	Pallet of Toilet Rolls for Public Conveniences	1,125.60	225.12	1,350.72	
VO1071	Nicholsons SW	Cleaning Supplies - Public Conveniences	145.60	29.12	174.72	2,449.45
VO1072	Nisbets	Café Equipment	83.48	16.69	100.17	100.17
VO1073	NM Technical Services	Parkhouse Centre Lighting	1,274.23	254.84	1,529.07	1,529.07
VO1074	Pitney Bowes Limited	Franking Machine Service Contract	9.99	2.00	11.99	11.99
VO1075	Plumbase	Toilet Seats for Public Conveniences	315.48	63.10	378.58	378.58
VO1076	Polmorla Cornish Pasties Ltd	Café Supplies	15.12	0.00	15.12	
VO1077	Polmorla Cornish Pasties Ltd	Café Supplies	23.08	0.00	23.08	
VO1078	Polmorla Cornish Pasties Ltd	Café Supplies	15.92	0.00	15.92	
VO1079	Polmorla Cornish Pasties Ltd	Café Supplies	15.92	0.00	15.92	
VO1080	Polmorla Cornish Pasties Ltd	Café Supplies	15.92	0.00	15.92	
VO1081	Polmorla Cornish Pasties Ltd	Café Supplies	23.08	0.00	23.08	
VO1082	Polmorla Cornish Pasties Ltd	Café Supplies	58.90	0.00	58.90	
VO1083	Polmorla Cornish Pasties Ltd	Café Supplies	19.10	0.00	19.10	
VO1084	Polmorla Cornish Pasties Ltd	Café Supplies	11.94	0.00	11.94	
VO1085	Polmorla Cornish Pasties Ltd	Café Supplies	46.16	0.00	46.16	
VO1086	Polmorla Cornish Pasties Ltd	Café Supplies	19.90	0.00	19.90	265.04
VO1087	Savona Foodservice	Café Supplies	138.83	0.00	138.83	
VO1088	Savona Foodservice	Café Supplies	103.03	0.00	103.03	
VO1089	Savona Foodservice	Café Supplies	157.08	0.00	157.08	
VO1090	Savona Foodservice	Café Supplies - Credit Note	-17.33	0.00	-17.33	
VO1091	Savona Foodservice	Café Supplies	121.61	0.00	121.61	503.22
VO1092	Screwfix	Staff Workwear/ PPE	87.46	5.50	92.96	
VO1093	Screwfix	Locks for Public Conveniences	31.57	6.31	37.88	
VO1094	Screwfix	Storage Container for Lords Court	23.32	4.66	27.98	
VO1095	Screwfix	Bathroom Indicator Bolts for Public Conveniences	59.92	11.98	71.90	230.72
VO1096	South West Hygiene	Sanitary Unit Rental and Disposal 21/09/23-20/12/23	1,572.32	314.46	1,886.78	1,886.78
VO1097	Sylvia Morrell	Home Library Service Volunteer Expenses	33.70	0.00	33.70	33.70
VO1098	Tamar Trading	Timber	117.07	23.41	140.48	140.48
VO1099	The Cornish Farmhouse Bacon Co Ltd	Cafe Supplies	44.22	0.00	44.22	
VO1100	The Cornish Farmhouse Bacon Co Ltd	Cafe Supplies	142.94	0.00	142.94	187.16
VO1101	The Heart of a Garden	Shop Stock	479.62	95.92	575.54	
VO1102	The Heart of a Garden	Shop Stock - Credit Note	-98.82	-19.76	-118.58	456.96
VO1103	Tormark	Shop Stock	54.54	0.00	54.54	
VO1104	Tormark	Shop Stock	347.64	0.00	347.64	
VO1105	Tormark	Shop Stock	324.48	0.00	324.48	
VO1106	Tormark	Shop Stock	60.00	12.00	72.00	798.66
VO1107	Triangular Pixels Ltd	Bude Ceres - Moving from VR to 2D	1,819.11	363.83	2,182.94	2,182.94
VO1108	Viking	Office Supplies	71.84	14.37	86.21	
VO1109	Viking	Office Supplies	157.14	31.43	188.57	274.78
VO1110	Vincent Tractors & Plant	New Kubota Mower	20,550.00	4,110.00	24,660.00	
VO1111	Vincent Tractors & Plant	Part exchange of Old Kubota Mower	-6,000.00	-1,200.00	-7,200.00	17,460.00
VO1112	Watercolour Society	Gallery Sales (BSTC £178.80)	417.20	0.00	417.20	417.20
VO1113	Westair Reproductions	Shop Stock	98.02	19.60	117.62	
VO1114	Westair Reproductions	Shop Stock	201.88	40.37	242.25	359.87
VO1115	Wicksteed Leisure Ltd	Cradle Swing seat for Playpark	553.07	110.61	663.68	663.68
VO1116	York Archaeology	Conservation of waterlogged Tree Stump	750.00	150.00	900.00	900.00
			71,847.81	11,833.12	83,680.93	83,680.93
Grand Total			189,955.28	19,904.66	209,859.94	209,859.94
					BACS Due	83,680.93

### All Council Q1 Budget Report 23-24

	Code	Full yr budget	Yr to date budget	Actual to date	Variance to date	%	Variance to yr	Notes
<b>Income</b>								
Precept	4000	992,356	496,178	496,178	-	0%	- 496,178	Please See Reports
Finance and Properties		93,154	23,030	174,838	151,808	659%	81,684	
Operational Services		141,363	32,838	33,103	265	1%	- 108,260	
Communities		240,130	65,482	77,668	12,186	19%	- 162,462	
		<u>1,467,003</u>	<u>617,528</u>	<u>781,788</u>	<u>164,259</u>	<u>27%</u>	<u>- 685,215</u>	
<b>Expenditure</b>								
Finance and Properties		462,178	405,063	401,795	- 3,268	-1%	- 60,383	
Operational Services		429,579	127,314	119,618	- 7,696	-6%	- 309,961	
Communities		610,009	201,489	203,599	2,110	1%	- 406,410	
Projects		20,000	7,095	216,446	209,351	2951%	196,446	
		<u>1,521,766</u>	<u>733,866</u>	<u>941,457</u>	<u>207,591</u>	<u>28%</u>	<u>- 580,309</u>	
Surplus / Deficit		- 54,763	- 116,338	- 159,670				
Use of Reserves								

**Communities Q1 Budget Report 23-24**

	Code	Full yr budget	Yr to date budget	Actual to date	Variance to date	%	Variance to yr	Notes
<b>Income</b>								
Stratton Battlefield Grasskeep	4210	500	500	500	-	0%	-	
Shop Sales	4222	18,000	4,500	4,385	-	115	-3%	- 13,615
Museum Grants & Donations	4223	600	150	203	-	53	36%	- 397
Miscellaneous Income	4700	-	-	1,500	1,500	#DIV/0!	1,500	Bude Canal & Harbour Society Donation
Commissions	4211	2,800	700	520	-	180	-26%	- 2,280
Cafe Limelight	4201	140,000	35,000	39,833	4,833	4,833	14%	- 100,167
Castle Hirings	4216	2,500	625	735	110	18%	- 1,765	
Wedding Income	4217	8,000	2,000	794	-	1,206	-60%	- 7,206
Heritage/ Castle Events Income	4252	700	-	383	383	#DIV/0!	- 317	Summer Weddings booked
Xmas Fayre	4229	2,000	-	-	-	#DIV/0!	- 2,000	
Lit Fest Income	4253	8,000	8,000	15,067	7,067	88%	7,067	
Parkhouse Hiring's	4200	55,230	13,808	13,599	-	208	-2%	-41,630.98
Pitch and Putt	4012	1,000	-	-	-	#DIV/0!	-1,000.00	
Library	4014	800	200	149	-	51	-26%	- 651
		<u>240,130</u>	<u>65,482</u>	<u>77,668</u>	<u>12,186</u>	<u>#DIV/0!</u>	<u>- 162,462</u>	
<b>Expenditure</b>								
<b>Castle and Heritage</b>								
Salaries	6201	156,019	39,005	45,968	6,963	18%	- 110,051	
Employer's NIC	6202	11,910	2,978	2,954	-	23	-1%	- 8,956
Employer's Superannuation Cont.	6203	20,618	5,155	5,106	-	48	-1%	- 15,512
Castle Marketing	6205	5,000	1,250	448	-	802	-64%	- 4,552
Cleaning	6210	3,000	750	925	175	23%	- 2,075	
Castle Legacy Expenditure	6213	-	-	3,357	3,357	#DIV/0!	3,357	
Buildings - Repairs, Alterations & Mai	6214	5,000	1,250	3,292	2,042	163%	- 1,708	
Energy Costs	6215	20,125	5,031	9,279	4,248	84%	- 10,846	
Rates	6217	32,372	32,372	10,673	-	21,699	-67%	- 21,699
Equipment, Furniture & Materials	6232	6,000	1,500	596	-	904	-60%	- 5,404
Stationery	6235	500	125	320	195	156%	- 180	
Training	6237	500	125	-	-	125	-100%	- 500
Travel & Subsistence	6238	120	30	-	-	30	-100%	- 120
Licences & Subscriptions	6242	900	225	319	94	42%	- 581	
Card and till costs	6245	1,600	400	504	104	26%	- 1,096	
Volunteer Sundries / Expenses	6252	-	-	-	-	#DIV/0!	-	
Conservation & Interpretation	6253	8,000	2,000	344	-	1,656	-83%	- 7,656
Shop Purchases	6255	10,800	2,700	1,867	-	833	-31%	- 8,933
Education Officer's budget	6250	-	-	-	-	#DIV/0!	-	
Water Charges Castle	6218	4,000	1,000	994	-	6	-1%	- 3,006
Wedding Expenditure	6233	1,000	250	-	-	250	-100%	- 1,000
Heritage & Cultural Events	6257	13,600	3,400	4,012	612	18%	- 9,588	
Lit Fest Expenditure	6262	18,000	18,000	15,955	-	2,045	-11%	- 2,045
Helebridge	6260	150	38	22	-	16	-43%	- 128
Cafe Purchases	6206	46,667	11,667	15,829	4,162	36%	- 30,838	
<b>Parkhouse Centre</b>								
Salaries	6001	79,179	19,795	13,447	6,348	-32%	-65,732.33	
Employer's NIC	6002	4,659	1,165	1,116	-	49	-4%	-3,543.36
Employer's Superannuation Cont.	6003	10,570	2,642	2,515	-	128	-5%	-8,055.46
Buildings - Repairs, Alterations & Mai	6014	-	-	10,277	10,277	#DIV/0!	10,276.70	
Energy Costs	6015	16,000	4,000	1,525	-	2,475	-62%	-14,474.72
Rates	6017	14,351	14,351	15,942	1,591	11%	1,590.57	
Water Services	6018	3,000	750	1,413	663	88%	-1,586.91	
Cleaning & Domestic Supplies	6021	7,700	1,925	2,229	304	16%	-5,470.53	
Equipment, Furniture & Materials	6032	3,300	825	243	-	582	-71%	-3,057.28
Services & Licences	6037	2,000	500	334	-	166	-33%	-1,666.30
<b>Library</b>								
Salary	6601	70,672	17,668	17,020	648	-4%	- 53,652	
Employers NI	6602	2,798	700	611	-	88	-13%	- 2,187
Pension	6603	12,300	3,075	2,046	-	1,029	-33%	- 10,254
Operating Costs	6604	17,600	4,400	11,297	6,897	157%	- 6,303	Electricity & Gas Actual Reads
Activities	6605	-	-	33	33	#DIV/0!	33	
Pitch and Putt - Operating Costs	6183	-	445	790	346	78%	790.33	New Equipment (Clubs & Flags)
Pitch and Putt - Wages	6184	-	-	-	-	#DIV/0!	0.00	
		<u>610,010</u>	<u># 201,489</u>	<u># 203,599</u>	<u>2,110</u>	<u>#DIV/0!</u>	<u>- 406,411</u>	
Surplus / Deficit		369,880	# 136,007	# 125,930	- 10,076	-7%	- 243,950	

Finance and Property Q1 Budget Report 23-24

	Code	Full yr budget	Yr to date budget	Actual to date	Variance to date	%	Variance to yr	Notes	
<b>Income</b>									
Photocopier	4204	150	38	10	27	-73%	140	Reflects Activity Interest Rate Increase	
Interest Received	4800	29,250	7,313	10,542	3,229	44%	18,708		
Central Miscellaneous Income	4400	1,000	250	256	6	2%	744		
Rental Income	4202	6,700	1,675	1,609	66	-4%	5,091		
Amenities Rental Income	4230	5,000	1,250	652	598	-48%	4,348		
Ice Creams Tender	4240	14,300	3,575	4,575	1,000	28%	9,725		
Tea Rooms Tender	4250	17,600	4,400	4,000	400	-9%	13,600		
Resilient Bude (Lottery) Income	4254	-	-	148,305	148,305	#DIV/0!	148,305		
Lords Court Income	4255	-	-	2,887	-	#DIV/0!	2,887		
Rental Income Old Forge	4290-2	8,479	1,861	1,858	3	0%	6,621		
Solar FIT Income	4293	3,175	794	144	649	-82%	3,031	Timing of payments £1725 rec July	
Property Miscellaneous Income	4300	7,500	1,875	-	1,875	-100%	7,500	Artisan Market paid in July for this quarter	
		<u>93,154</u>	<u>23,030</u>	<u>174,838</u>	<u>151,808</u>	<u>659%</u>	<u>81,684</u>		
<b>Democratic Expenditure</b>									
Election Expenses	5054	-	-	633	633	#DIV/0!	633	£840 from reserves - June round paid July	
Crime & Disorder	5060	2,000	-	-	-	#DIV/0!	2,000		
Section 137	5097	2,840	840	840	-	0%	2,000		
Youth Council		-	-	-	-	#DIV/0!	-		
Car Allowances	5130	-	-	-	-	#DIV/0!	-		
Expenses	5141	1,260	315	360	45	14%	900		
Mayor's Allowance	5152	1,500	375	160	215	-57%	1,340		
Training-Members	5140	200	50	30	20	-40%	170		
Planning Maps/Resources	5401	-	-	-	-	#DIV/0!	-		
Civic Events	5143	-	-	-	-	#DIV/0!	-		
Neighbourhood Plan	5402	-	-	-	-	#DIV/0!	-		
		<u>7,800</u>	<u>1,580</u>	<u>2,023</u>	<u>443</u>	<u>28%</u>	<u>5,777</u>		
<b>Corporate Management</b>									
Salaries	5201	213,184	53,296	47,390	5,906	-11%	165,794	Reflects Activity Reflects Activity Lord's Court addition policies	
Employer's NIC	5202	19,373	4,843	5,098	255	5%	14,275		
Emp Pension Central Fund	5203	50,065	12,516	18,594	6,078	49%	31,471		
Car Allowances	5204	200	50	192	142	284%	8		
Training	5205	1,000	250	560	310	124%	440		
Insurance	5213	28,600	28,600	29,344	744	3%	744		
Office Expenses	5206	30,000	7,500	9,822	2,322	31%	20,178		
Professional Fees	5207	8,000	2,000	8,886	6,886	344%	886		
Telephone	5208	6,020	1,505	1,450	55	-4%	4,570		
Grants & Subscriptions	5209	2,900	2,900	2,721	179	-6%	179		
Cost of Loan	5215	60,676	30,338	16,498	13,840	-46%	44,178		
Advertising	5212	3,000	750	256	494	-66%	2,744		
External Audit	5214	2,200	-	-	-	#DIV/0!	2,200		
IT Replacement Programme	5216	-	1,127	1,362	235	21%	1,362		
<b>Property</b>									
Buildings - Repairs, Alterations & Mal	5314	12,000	3,000	655	2,345	-78%	11,345	20,000 from Reserves	
Rates	5317	-	-	-	-	#DIV/0!	-		
Recharges	-	-	-	-	-	#DIV/0!	-		
Professional fees	5355	-	120	50	70	-58%	50		
1 Lords Court, Stratton	5387	20,000	254,688	256,894	2,206	1%	236,894		
		<u>457,218</u>	<u>403,483</u>	<u>399,771</u>	<u>3,712</u>	<u>#DIV/0! ##</u>	<u>57,447</u>		
		<u>465,018</u>	<u>405,063</u>	<u>401,795</u>	<u>3,268</u>	<u>#DIV/0!</u>	<u>63,223</u>		
<b>Projects</b>									
Resilient Bude Expenditure	5219	0	0	147,680	147,680	#DIV/0!	147,680		10255 From Reserves 4,458 from Reserves
Economic Development	5218	10,255	-	-	-	#DIV/0!	10,255		
Compass Point Expenditure	5390	0	0	64,218	64,218	-	-		
Property Enhancement	5395	-	2,637	-	2,637	-100%	-		
Food & Activities programme	5394	24,458	4,458	4,548	90	2%	19,910		
Skate Park Project	5389	-	-	-	-	-	-		
Warm Rooms Project	5388	-	-	-	-	-	-		
Hot Composter	-	-	-	-	-	-	-		
Devolution projects	5391	-	-	-	-	#DIV/0!	-		
		<u>34,713</u>	<u>7,095</u>	<u>216,446</u>	<u>209,351</u>	<u>#DIV/0! ##</u>	<u>117,515</u>		
Surplus / Deficit		50,641	14,355	43,631	57,986	-	30,054		

**Operational Services Q1 Budget Report 23-24**

	Code	Full yr budget	Yr to date budget	Actual to date	Variance to date	%	Variance to yr	Notes
<b>Income</b>								
NCDC grass cutting	4006	30,000	15,000	16,085	1,085	7%	-13,914.67	
Footpaths Grants	4007	2,877	2,877	3,661	784	27%	784.14	
Miscellaneous Income	4600	1,000	250	580	330	132%	-419.75	Memorial Bench
Car Park	4203	40,500	10,125	10,467	342	3%	- 30,033	
Cemetery Fees	4270	3,200	800	430	- 370	-46%	- 2,770	
Car Park Permits	4209	3,786	3,786	1,880	- 1,906	-50%	- 1,906	EA Works at Neetside permits to be reinstated after
Public Convenience levy (CC)	4009	60,000	-	-	-	#DIV/0!	-60,000.00	
		<u>141,363</u>	<u>- 32,838</u>	<u>- 33,103</u>	<u>- 265</u>	<u>- #DIV/0!</u>	<u>- - 108,260</u>	
<b>Open Spaces</b>								
Salaries	6101	228,773	57,193	52,809	- 4,384	-8%	-175,964.13	
Employer's NIC	6102	20,122	5,030	4,616	- 414	-8%	-15,505.52	
Employer's Superannuation Cont.	6103	26,634	6,659	5,998	- 661	-10%	-20,636.08	
Workshop Rates	6116	13,099	13,099	12,849	- 250	-2%	-249.75	
Grounds Maintenance Supplies	6122	82,500	20,625	18,927	- 1,698	-8%	-63,573.20	
Play Areas	6151	500	125	317	192	154%	-182.85	Repairs
Bude Light	6152	150	38	13	- 25	-65%	-137.04	
Stratton Gardens	6158	200	50	29	- 21	-41%	-170.66	
Triangle	6160	1,500	375	40	- 335	-89%	-1,459.84	
Christmas Lights	6177	-	-	-	-	#DIV/0!	0.00	
Tree Benches	6178	-	-	-	-	#DIV/0!	0.00	
Training	6181	1,500	375	-	- 375	-100%	-1,500.00	
Outdoor vehicles	6185	12,500	12,500	12,500	-	0%	0.00	£1,500 from Reserves
Public Conveniences - Operating Costs	6123	40,000	10,000	10,756	756	8%	-29,244.02	
Public Conveniences Contingency	6124	-	-	-	-	#DIV/0!	0.00	
Cemetery	6352	1,000	595	552	- 43	-7%	- 448	
Bus Shelters	6461	400	100	9	- 91	-91%	- 391	
Car Park costs	6320	2,200	550	202	- 348	-63%	- 1,998	
		<u>431,078</u>	<u>127,314</u>	<u>119,618</u>	<u>- 7,696</u>	<u>- -6%</u>	<u>- 311,460</u>	
Surplus / Deficit		- 289,715	- 94,476	- 86,515	- 7,961	-8%	203,200	

		<b>Opening</b>	<b>Movements</b>				
<b>Code</b>	<b>CURRENT</b>		Less	SPENT	Add	<b>New Balance</b>	
3200	GENERAL FUND	380,442				380,442	3 MONTHS GROSS OUTGOINGS have to keep
3110	MAINTENANCE AND ENHANCEMENT - All Areas	267,244		(7,946)		259,298	AS PER MAINTENANCE TEAM BREAKDOWN £7455.90 spent on Lighting upgrade
3200	TO BE ALLOCATED	-				-	Moving from General Fund
3112	CAR PARK MAINTENANCE AND ENHANCEMENT	18,823		(9,192)		9,631	2 x Car Park Machines
3101	BUDGET DEFICIT	54,764				54,764	Budget deficite for 23/24
3162	PLAY AREAS/YOUTH SHELTERS	100,000		(53,499)		46,501	RENEWAL OF KATIES CORNER & PROVISION OF MUGA
3105	VEHICLE REPLACEMENT	57,537		(17,460)		40,077	ROLLING FUND BEING BUILT FOR SWITCH TO EV'S (Add yrs underspend)
3117	IT SYSTEM	27,453				27,453	TO BE REVISITED – CONSULTANT MAY BE REQUIRED
3188	RESILIENCE PLANNING	20,000				20,000	INTERNAL REVIEW 2022
3127	NEIGHBOURHOOD PLAN	16,342				16,342	POTENTIALLY REDONE 2025, LEGISLATION DEPENDENT
3189	ELECTION COSTS	16,000				16,000	FOR 2025 ELECTION AND BY-ELECTION FLOAT
3128	PUBLIC CONVENIENCES (RINGFENCED)	6,473				6,473	REQUIRED TO BE KEPT SEPARATE - USED FOR REFURBISHMENT
3173	CONSERVATION AND INTERPRETATION	8,639				8,639	POSSIBLE UPLIFT
3180	CYCLE PATH FEASIBILITY	200				200	COMMITTED
3181	TRIANGLE TRAFFIC SURVEY	-				-	PROJECT TO BE REVISITED
3190	CIL 2019-20	293				293	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST
3191	CIL 2020-21	2,850				2,850	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST
3192	CIL 2021-22	20,028				20,028	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST
3166	CIL 2022-23	35,121				35,121	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST
3146	COMPASS POINT	31,924				31,924	BSTC CONTRIBUTION TO PROJECT
3147	PENSION	27,598				27,598	Current cost of RISK OF OPT IN'S
3148	ECONOMIC DEVELOPMENT SUPPORT	20,000				20,000	FLEXIBLE CONTRACTS
3149	ENERGY OFFICER	32,667				32,667	In process of committing
3151	COMMUNITY LAND TRUST	50,000				50,000	22-23 PRIORITY PROJECT
3186	SKATE PARK CONTRIBUTION	50,000				50,000	22-23 PRIORITY PROJECT
3152	ECONOMIC REGENERATION PROJECT	62,745		(5,127)		57,618	48K Town Vitality Grant from CC
3153	YOUTH PROVISION	25,000				25,000	22-23 PRIORITY PROJECT
3154	PROJECT RESERVE	157,806				157,806	To cover Compass point overspend, Skate Park Lords Court?
3165	Lords Court	20,000		(5,732)		14,268	FC/118/23 Properties Committee Agreed Spend
3121	Energy Redress Scheme	20,000		(14,682)		5,318	Project approved by Full Council
3163	Compass Point Crowd funder	61,379				61,379	Public donation held for project + £500 Cornish Heritage Trust Grant
3115	Heritage Legacy	90,900				90,900	Ringfenced to Heritage Centre - spend against plan
3193	Warm Room Project	18,797		(2,000)		16,797	FC/197/22 Costs to date Further £2000 agreed to CAB
3176	Wave Benches	4,400				4,400	FC/178/22 Part payment made
	NEW BALANCE	1,705,423	-	(115,638)	-	1,589,785	
						-	
						-	
					Ringfenced/ Unavailable	563,704	
					Allocated reserves	492,907	
					Available	533,174	Minus project reserve to cover overspend Compass point & Unbugeted projects (Lords Court)



# **BSTC Environmental achievements 2019-2023**

## **Introduction**

In September 2019 BSTC declared a climate emergency and agreed to a target of 2030 to achieve carbon net zero emissions <sup>1</sup>.

The council then set up a Climate Change Committee which commissioned an audit of its carbon producing activities and any carbon offsetting that the council was undertaking. Due to the Covid pandemic the carbon audit was only completed in August 2020 by a Cornish organisation called Atlantic Energy. The report contained 69 recommendations for action by BSTC categorised as short, medium and long term.

This report was taken up by the Environment and Climate Change Forum which was set up in May 2022.

## **Actions which have been completed**

### **Facilities Unit**

- Rainwater harvesting (used for feeding planters and flower beds around B&S)
- Solar Panels fitted
- LED lighting throughout (partial motion sensors)
- LED lighting external (security)
- Composting
- seed planting for BSTC flowers
- Recycled plastic benches and tables now used to replace any broken wooden
- x2 fully electric vehicles purchased for toilet cleaning duties (charged by solar panels at unit)
- Fully electric chainsaws
- Fully electric zero turn ride on mower
- Fully electric hedge trimmers
- Fully electric leaf blowers

### **Parkhouse Centre**

- Full LED lighting throughout (including motion sensors)
- Solar PV added (to be installed once roof has been repaired)
- 1x Decommissioned gas boiler (2021)
- LED stage Lighting
- External LED lighting fitted
- Some windows to be assessed and replaced if required
- Signage in place to remind people to switch off lights

### **Grushill Woods**

- Land Management Plan compiled and in place
- Extensive tree planting carried out with support from the Woodland Trust
- Local expert to carry out scything as and when required
- Wildflower trail inserted by Facilities Team
- Cameras to be installed to capture any wildlife and log

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<sup>1</sup> [What does carbon neutral mean and what is net zero? | Natural History Museum \(nhm.ac.uk\)](https://www.nhm.ac.uk/what-does-carbon-neutral-mean-and-what-is-net-zero/)

- Fallen trees are cut and left for insect havens
- Stiles at Stamford Hill have had kissing gates added to improve accessibility
- The bridge at Stamford Hill has been made safe

### **Bude Castle**

- LED lighting to installed (Partially complete)
- Cafe boiler replaced from gas boiler to fully electric (Strom)

### **Land Management**

- No Mow May in place as part of cutting schedule
- No glyphosate used for weed killing (White concentrate vinegar, Epsom salts and washing up liquid)
- Non peat compost used for bedding plants

### **Wider Council/Community**

- Support for the Bude Climate Partnership, helping the partnership to successfully bid for a £2m lottery grant
- £40,000 allocated for Environmental work (originally for an Energy and Carbon Officer but now allocated for the procurement of external expertise)
- Environmental policy progress reviewed
- Meter monitoring system set up
- The Castle hirer agreement has been strengthened to clarify the aspirations around reduction of single use plastic
- Cornwall Council Climate Emergency DPD used when commenting on planning applications
- Tree Champions group set up and working with Planning Committee
- BSTC investment position reviewed to minimise fossil fuel investments
- BSTC signed the Fossil Fuel non-proliferation treaty
- Bio-blitz carried out on Summerleaze Downs
- Support for Bude Friends of the Earth to create a community orchard and change planting in the Crescent car park to a more pollinator friendly approach
- Green roofs approved for installation on bus stops managed by Fernbank

### **Planned Actions**

#### **Parkhouse Centre**

- second gas boiler to be de-commissioned once solar PV installed
- Eco radiators to replace normal radiators powered by solar PV

#### **Bude Library**

- Solar PV to be installed including battery storage
- LED lighting to be installed
- Eco Radiators to be installed

### **Pitch and Putt/Bude Cricket Club**

- Solar Panels to be installed

### **Bude Castle**

- Internal insulation (potentially, Facilities Manager still looking into possibilities)
- Office boiler to be removed and replaced with Eco radiators

### **Land Management**

- Review areas covered by No Mow May
- Working more closely with the National Trust
- Engage other organisations in the area to participate in No Mow May (Sainsburys/Golf Course)
- Review decorative planting and consider piloting some “pollinator friendly” beds
- Tree planting around Bencoolen Play Park

### **Wider Council/Community**

- Neighbourhood Development Plan review planned with aim of strengthening environmental protections
- Procurement policy creation underway with the aim of embedding environmental criteria in BSTC procurement decisions
- Environmental criteria incorporated into Storm Tower and Skatepark projects
- Investigate support for Berries Avenue Resident’s group with tree planting in the area

### **Measuring Progress**

The Oversight Committee has asked Council Officers to investigate recruiting a university student to create a two part report for the council:

- 1) A report on the council’s progress towards net zero and a projection of whether the actions currently underway or planned will achieve net zero in the timeframe required
- 2) A report on how the council’s land management approach and increased electricity exports will aid carbon sequestration and achievement of net zero

### **Next steps**

These are some of the potential next steps for BSTC:

- 1) Creation of an Environmental strategy statement for approval at Full Council
- 2) Update and reissue the BSTC Environmental policy
- 3) Include with the Environmental policy:
  - a. an updated Climate Action Plan clarifying our trajectory to net zero
  - b. a land management plan for all the areas under BSTC management

Cllr Pearce  
September 2023

